

# Personnel Issues & You

**UPPS Newsletter 2007-6**

**September 2007**

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## **Message From the Director:**

I hope everyone enjoyed the Labor Day weekend. Now that summer is just about over and the change of seasons is upon us, the Personnel Cabinet is about to experience some change as well.

The anticipated move of the Personnel Cabinet to the State Office Building has finally come and we will be moving throughout the month of September. Below is a condensed schedule of our move, though some individual areas may be moving separate from their Office/Dept, only the larger entities are identified:

Sept. 3-7= Dept for Employee Insurance, 2<sup>nd</sup> Floor

Sept. 10-14= Office of the Secretary, Legal Services, Office for Employee Relations, 3<sup>rd</sup> Floor

Sept. 17-21= Dept for Personnel Administration, 3<sup>rd</sup> Floor (Div EM, Div HR Projects)

Sept. 24-28= Office of Human Resource Planning & Diversity Initiatives, Division of Staffing Services, 1<sup>st</sup> Floor

Our new address will be: 501 High Street, Frankfort, KY 40601

When sending correspondence to this address, please include the floor number, as listed above.

The attached Personnel Cabinet Directory will still be a viable source of contact throughout the move, though once these staff members are in place at the new location, their extension will be changing. Please utilize their main office numbers until we are able to distribute an updated directory.

As always if you ever have any questions and/or concerns, please feel free to contact me.

Thank you,



**Commissioner  
Carla Hawkins  
Department for Personnel  
Administration**

**Secretary  
Brian J. Crall  
Personnel Cabinet**

**Director  
Mary Elizabeth Harrod  
Division of Employee  
Management**

# Processing & Records

## **NOTICE:**

Due to the upcoming move, the last day to express personnel actions will be **Friday, September 14<sup>th</sup>**. You will not be able to express any further actions again until **Thursday, September 20<sup>th</sup>**.

## Update: Procedures Manual for Processing Personnel & Position Actions

Revised Aug/2007

### **6.11 Transferring Months of Service Form**

#### **TRANSFERRING MONTHS OF SERVICE/LEAVE BALANCES WITH NO BREAK IN SERVICE**

Going From	Going To	Months of Service		Leave Balances	
		Yes	No	Yes	No
Teachers' Retirement	Executive Branch	X		X	
PVA	Executive Branch	X		X	
Administrative Office of the Courts (AOC)	Executive Branch	X		X (except for Comp time)	
Board of Education	Executive Branch (only if going to Department of Education)	X		X (Sick leave only)	
Board of Education	Workforce Development Cabinet – if to 151B – Dept. for Adult & Tech. Education	X		X (Sick leave only)	
Unified Prosecutorial	Executive Branch	X		X	
Legislative Research Commission	Executive Branch	X		X (except for Comp time)	
KCTCS *	Executive Branch or to 151B	X			X
Chapter 16 (Trooper)	Executive Branch	X		X	
Executive Branch	Executive Branch	X		X	
Colleges or Universities	Executive Branch		X		X
County or City Government	Executive Branch		X		X
Kentucky Housing Corporation	Executive Branch		X		X
Local Health Departments	Executive Branch		X		X
Returning Retirees	Executive Branch		X		X
151B	Executive Branch	X			X
Executive Branch	151B	X		X (except for Comp time)	
Ky Retirement System HB 461 (To and From)	Executive Branch To and From	X		X	

**Note:** Since we do not process P-1 actions on Teachers' Retirement, PVA, AOC or Board of Education, agencies will need to call them to get the information. If there is a break in service, then employees would be paid for their annual and comp (up to the max). If an employee is coming from Unified Prosecutorial System, then agencies would need to contact this agency for their months of service and leave balances since this is not stored on the payroll file.

# Payroll

## Payroll Branch Manager:

We are very pleased to announce that effective 09/01/2007 Yvonne Richmond joined our management staff as the new Payroll Branch Manager. Yvonne has a tremendous amount of knowledge and experience that will prove to be a huge benefit to all of us. Please join us in welcoming her to this role.

## Adverse Weather:

Effective immediately, any time not made up for Adverse Weather will need to be deducted from employees' leave balances accordingly. Please refer to the DQ report for employees' with these outstanding balances.

## Upcoming Payroll Schedules

September 2007						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 AUG 16-31  <b>STATE HOLIDAY LABOR DAY</b>	4 AUG 16-31 Manual pay & health ins. update	5 AUG 16-31 Manual pay & health ins. update	6 AUG 16-31 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	7 AUG 16-31 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	8
9	10 AUG 16-31 Update/ health ins.	11 AUG 16-31 Update/ health ins.	12 AUG 16-31 Update/ health ins. Last day p1's can be approved for supp payroll	13 AUG 16-31 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	14 AUG 16-31 No Update  <b>PAYDAY</b>	15
16	17 SEP 1-15 Manual pay & health ins. update	18 SEP 1-15 Manual pay & health ins. update	19 SEP 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	20 SEP 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	21 SEP 1-15 No Update	22
23	24 SEP 1-15 Update/ health ins.	25 SEP 1-15 Update/ health ins.	26 SEP 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27 SEP 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	28 SEP 1-15 No Update  <b>PAYDAY</b>  END OF QUARTER	29
30						

## October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SEP 16-30 Manual pay & health ins. update	2 SEP 16-30 Manual pay & health ins. update	3 SEP 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 SEP 16-30 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	5 SEP 16-30 No Update	6
7	8 SEP 16-30 No Update	9 SEP 16-30 Update/ health ins.	10 SEP 16-30 Update/ health ins.	11 SEP 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 SEP 16-30 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	13
14	15 SEP 16-30 No Update  <b>PAYDAY</b>	16 OCT 1-15 Manual pay & health ins. update	17 OCT 1-15 Manual pay & health ins. update	18 OCT 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 OCT 1-15 Manual pay update files go down at 1:00 and remain down. <b>RUN PAYROLL</b>	20
21	22 OCT 1-15 No Update	23 OCT 1-15 No Update	24 OCT 1-15 Update/ health ins.	25 OCT 1-15 Update/ health ins.	26 OCT 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	27
28	29 OCT 1-15 Update – files go down at 1:00 & remain down. <b>RUN SUPP PAYROLL</b> Update after supp with p1's only.	30 OCT 1-15 No Update  <b>PAYDAY</b>	31 OCT 1-15 No Update			

## Classification & Compensation Branch

### Staff Assignments:

The Classification & Compensation Staff Assignments listing has been updated. Please visit our website for a current listing:

### NOTICE:

We will not be processing any 12:040s, 12:050s, or 12:210s from **Monday, September 17<sup>th</sup>** through **Wednesday, September 19<sup>th</sup>**. Please have all non-merit paperwork to Classification & Compensation Branch by **Friday, September 14<sup>th</sup>**.



# PERSONNEL CABINET TELEPHONE LISTING, SEPTEMBER 2007

**OFFICE OF THE SECRETARY, SUITE 516, (4-7430)**  
 Secretary Brian J. Crall  
 Deputy Sec. Wayne Harman, x 4011  
 Sonja Cox, x 4011  
 Clyda Henderson, x 4010

**OFFICE OF INSPECTOR GENERAL  
 EXEC DIRECTOR'S OFFICE (4-7430)**  
 Sam Hawkins  
 Scott McKenzie, 4-0198, x 4037

**OFFICE OF ADMINISTRATIVE SERVICES  
 EXEC DIRECTOR'S OFFICE (4-7430)**  
 Burr Lawson  
 Suzette Gash, 4-7409, x 4024

**ADMINISTRATIVE SERV. (4-7409)**  
 Walt Gaffield, x 4021  
 Rachel Jackson, x 4025  
 Sherry Kefauver, x 4022  
 Elinda Manley, x 4023

**OFFICE OF HUMAN RESOURCE PLANNING &  
 DIVERSITY INITIATIVES  
 801 TETON TR (573-0321)**  
**EXEC DIRECTOR'S OFFICE**  
 Mary Stoddard  
 Neeka Parks Thompson, x 240

Colene Elridge, x 241  
 Amy Ernest, x 236

**OFFICE OF LEGAL SERVICES  
 EXEC DIRECTOR'S OFFICE (4-7430)**  
 Tom Stephens  
 Dinah Bevington, x 4005  
 Sue Britton, x 4020  
 Tanya Lawrence, x 4009

**RM 501 (4-0358)**  
 Joe Cowles, x 4081  
 Vacant, x 4186

**DIVISION OF EQUAL  
 EMPLOYMENT OPPORTUNITY**  
 Arthur Lucas, x 229

**DIVISION OF DIVERSITY  
 RELATIONS**  
 Angela Elder, x 235

**KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY  
 101 SEA HERO ROAD, SUITE 110 (573-7925) 800-542-2667**  
[persdeferredcomp@ky.gov](mailto:persdeferredcomp@ky.gov)

**OFFICE FOR EMPLOYEE RELATIONS  
 EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)**  
 Robert Schmid†  
 Mary Hook, x 4093  
 Mary Greenwell, x 4086

Scott Gasser, x 4100  
 Lee Cowherd x 4090

**EXEC DIR'S OFFICE**  
 Robert C. Brown  
 Pat Goodlett  
 Chris Helvey  
 Neal Lanham  
 Claudia Morton  
 Connie Smith

**INVESTMENT & RECORDS**  
 Sandi Whitaker  
 Leanne Barger  
 Diane Collins  
 Jody Dunn  
 Amanda Hansel  
 Barbara Hedrick  
 Amy Mosby  
 Susan Pardi

**DIVISION OF EMPLOYEE BENEFITS  
 DIRECTOR'S OFFICE  
 SUITE 511 (4-3433)**  
 Vacant, x 4104

**WORKERS COMPENSATION  
 SUITE 511 (4-6847) 888-860-0302**  
 Jeffrey Hockensmith, x 4099  
 Matthew Hutcherson, x 4095  
 Valerie McGraph, x 4098  
 Jennifer Mink, x 4097  
 Paula Spicer, x 4103  
 Melissa Tillman, x 4096

**LIFE INSURANCE  
 ROOM 503 (4-4774) 800-267-8352**  
 Sharon Spencer, x 4111  
 Gaye Adcock, x 4105  
 Michele Ellis, x 4106  
 Melinda Giles, x 4184  
 Joe Hughes, x 4107  
 Jeri Payton, x 4109  
 Kim Quinn, x 4110  
 Scan Room, x 4108

**PAYOUT COUNSELING**  
 Eric Simpson  
 Julie Gordon  
 Julia Holbrook  
 Kelley Peach  
 April Smyth  
 Kristey Warfield

**PARTICIPANT SERVICES**  
 Jean Henning  
 Floyd Boler  
 Nida Clary  
 Carrie Howard  
 Donna Towles

**DIVISION OF EMPLOYEE SERVICES & RECOGNITION  
 DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463**  
 Darlene Stewart, x 4094

**DEPARTMENT FOR PERSONNEL ADMINISTRATION  
 COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)**  
 Carla Hawkins  
 Barbara Barnes

Tonya Smith, x 4113

**EMP ASSISTANCE  
 BUSH BLDG (4-5788)  
 800-445-5327**  
 Mary Jane Cowherd, x 222  
 Zack Culver, x 225  
 Trina Koontz, x 223  
 Kim Ramsey, x 224  
 Rebecca Waddle, x 221

**WORKPLACE RELATIONS**  
 Linda House Patrick, x 4092  
 Tina Goodman, x 4188

**EMPLOYEE RECOGNITION**  
 Debbie Bohannon, x 4000  
 Mandi Flynn, x 4089

**DIVISION OF EMPLOYEE MANAGEMENT  
 DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)**  
 Mary Elizabeth Harrod, x 4115  
 Larry Gillis, 4-6464 x 4180

Stephanie Carpenter, x 4116  
 Myrissa Patton, x 4226

**PROCESSING & RECORDS  
 ROOM 531 (4-6873)**  
 Carolyn Bruce, x 4126  
 Pam Brookman, x 4127  
 Lisa Case, x 4133  
 Sandra Darneal, x 4127  
 Dena McGuire, x 4131  
 Mike Rice, x 4130  
 Paula Round, x 4128

**CLASS & COMP  
 801 TETON TR (573-0318)**  
 Jim Lambert, x 222  
 Peggy Brady, x 223  
 Carla Gray, x 225  
 Phyllis Harris, x 227  
 Vickie Hatchel, x 224  
 Dawn Moreland, x 233  
 Terry Sullivan, x 237  
 Mark Thompson, x 226

**OFFICE OF GOVERNMENTAL SERVICES CENTER  
 @ Kentucky State University, 400 East Main Street  
 Academic Services Bldg - 4 W, Frankfort, KY 40601  
 Main Number: 502/564-8170 or 564-7455**

**EXEC DIR'S OFFICE**  
 Penny Armstrong  
 Esteva Calse Draggis, x 224  
 Kambe Lattimore, x 257

**TRAINING & EMPLOYEE  
 DEVELOPMENT**  
 Jeanne Olivas, x 243  
 Kimberly Bynes, x 245  
 Katy Cave, x 253  
 Stan Riley, x 237  
 Jon Samokar, x 254  
 Rick Schad, x 236  
 Donna Simpson, x 223

**PERFORMANCE MGMT  
 (564-3090)**  
 Johnny Keene, x 225  
 Regina Edington, x 259  
 Regina Gravitt, x 260

**PAYROLL, ROOM 535  
 (4-6883)**  
 Yvonne Richmond, x 4121  
 Karen Blackburn, x 4122  
 Gail Cooper, x 4125  
 Shannan Goodrich, x 4118  
 Greg McGaughey, x 4185  
 Dana Pitcock, x 4124

**ORGANIZATIONAL DEVELOPMENT & SPECIAL PROJECTS**  
 David Finley, x 256  
 Wes Swarner, x 227

Tim Anderson, x 247  
 Wendy Campbell, x 235  
 Jamille Smith, x 238

# PERSONNEL CABINET TELEPHONE LISTING, SEPTEMBER 2007

## DIVISION OF STAFFING SERVICES DIRECTOR'S OFFICE, SUITE 517 (4-6920)

Barbara Barnes  
Martha Sherrow, x 4135

Rebecca Billings, x 4134  
Phillip Franz, x 4159

### APPLICANT PROCESSING (4-8030)

Denise Jones, x 4139  
Jena Brawner, x 4182  
Dorothy Burton, x 4013  
Denise Driver, x 4138  
Lisa Shelton, x 4143  
Becky Singleton, x 4137  
Robin Smith, x 4140  
Flo Warner, x 4157  
Theresa Wood, x 4141

### EMPLOYMENT COUNSELING (4-8030)

Karen Neeley, x 4153  
Shona Alderson, x 4145  
Claude Anderson, x 4178  
Todd Baggarly, x 4241  
Scotty Barker, x 4146  
Linda Brown, x 4150  
Carolyn Gray, x 4147  
Debbie Hatfield, x 4156  
Mark Kennedy, x 4193  
James Mason, x 4152  
Rose Nipp, x 4155  
David Onkst, x 4154  
Maureen Travers, x 4149

### STAFFING ANALYSIS (4-6702)

Katharine Barber, x 4175  
Stuart Clark, x 4221  
Marilyn Marshall, x 4151  
Roger Riddell, x 4170  
Peggy Smith, x 4142

### REGISTER, (4-6922)

Rick Davis, x 4148  
Roberta Brownlee, x 4160  
Cheri Chambers, x 4165  
Sharen Fogle, x 4163  
Kay Goodwin, x 4164  
Sharon Smither, x 4166  
Kay Wallace, x 4167  
Lucy Wheeler, x 4168

## DIVISION OF HUMAN RESOURCE PROJECTS 150 FAIR OAKS LANE (4-4690)

### DIRECTOR'S OFFICE

Brenda Brown, x 4172  
Kathy Ramlee, x 4015

### SPECIAL PROJECTS (ROOM 517, 4-6702)

Kimberly Roush, x 4169  
Randy Denney, x 4174  
Kimberly Hatter, x 4177  
Lisa Jeffrey, x 4123  
Robbie Perkins, x 4173  
Neil Popplewell, x 4174  
Rebecca Whitaker, x 4171

### KHRIS PROJECT

Michele Kays, x 4200  
Marcus Deaton, x 4176  
Toni Donoho, x 4202  
Latonia Dooley, x 4195  
Steve King, x 4206  
James Koontz, 4214  
Dera Lindsay, x 4218  
Connie Page, 4-6883, x 4249  
Emily Parr, x 4194  
Beth Rangel, x 4210  
Brandon Short, x 4217  
Debra Weber, x 4196  
David White, 4-6883, x 4248

### SYSTEMS MANAGEMENT (ROOM 529, 4-0198)

Lisa Rowe, x 4032  
Chris Cunningham, x 4029  
George Gamble, x 4030  
Travis Humphries, x 4031  
Alexander Knox, x 4042  
Jason Ritter, x 4034  
James Ross, x 4036  
Jason Rowland, x 4027  
Susan Stinnett, x 4033  
Jeff Swinford, x 4028  
Beverly Wilhoite, x 4035  
Computer Room, x 4040, 4041, 4042, 4043, 4181

### CONTRACTORS

Richard Gee, 4212  
Randy Meek, x 4132  
Glen Tuggle, x 4017  
Payal Dhawan, 4213  
Rhea Evans, x 4216  
Sandya George, x 4117  
Eric Herron, x 4205  
Scot Holliday, x 4220  
John Jacobson, x 4197  
Brent McGilberry, x 4208  
Brian Samples, 4-6883, x 4249  
Patricia Schaffer, 4-6883, x 4249  
Larry Sekel, x 4201  
Jeff Stoddard, x 4219  
John Tancreto, x 4201  
Cheryl Teel, x 4199  
Bill Whitham, x 4215

**DEPARTMENT FOR EMPLOYEE INSURANCE**  
**COMMISSIONER'S OFFICE, 501 High Street, 2<sup>nd</sup> Floor (4-0358)**  
Christine Wilcoxson  
Eric Poston, x 4048  
Betsy Johnson, x 4073  
Sharley Hughes, x 4049  
Tammy McNew, x 4051  
Wellness Works Kentucky  
(4-0358)  
Christy Brooks, x 4046

## DIVISION OF INSURANCE ADMINISTRATION DIRECTOR'S OFFICE (4-0358)

Reina Diaz-Dempsey, x 4074

### MEMBER SERVICES (4-6534)

888-581-8834  
Donna Cordier, x 4075  
Christie Burkhead, x 4236  
Sherry Davis, x 4235  
Merla Graves, x 4050  
Lynn Jones, x 4083  
Clara Serafini, x 4233

### ENROLLMENT INFORMATION (4-1205)

Nancy Knight, x 4076  
Kimberly Dennis, x 4240  
Mamatha Kotha, x 4183  
Philip Luckett, Sr., x 4080  
Teresa Shipley, x 4084  
Jeffrey Wiley, x 4067  
Christina Winans, x 4085  
Scan Room, x 4079

## DIVISION OF FINANCIAL & DATA SERVICES

### DATA ANALYSIS (4-7101)

Cindy Stivers, x 4053  
Kathy Canon, x 4070  
Bruce Cottew, x 4069  
Paula Chisholm, x 4190  
Bob Murphy, x 4191

### FINANCIAL MANAGEMENT (4-9097)

Cindy Thomas, x 4002  
Annette Berry, x 4232  
Lori Elder, x 4065  
Beth Gebhart, x 4056  
Sabrena Hockensmith, x 4230  
Lea Howard, x 4066  
Michelle James, x 4231  
Michael Kolokowsky, x 4242  
Lisa Momenpour, x 4055  
Shellie Ott, x 4062  
Alexa Perry, x 4187  
Brenda Roark, x 4071  
Jonathan Smith, x 4054  
Irma Turner, x 4068  
Brenda Wilson, x 4058

## DIVISION OF SPECIAL PROGRAMS

### FLEXIBLE BENEFITS (4-6534)

Donna Cordier, x 4075  
Debbie Fraley, x 4238  
Mae Green, x 4061  
Hannah Stanfield, x 4059

### EMPLOYEE HEALTH INSURANCE WELLNESS (4-0358)

Cindy Dempsey, x 4052  
Jerry Jones, x 4057



## PERSONNEL CABINET TELEPHONE LISTING, SEPTEMBER 2007

Class & Comp (Teton Trail) .....	FAX 573-0324
Deferred Comp .....	FAX 573-4494
Employee Insurance (Room 501).....	FAX 564-5278
Employee Management (Dir's Office).....	FAX 564-1823
Employee Relations (Suite 511).....	FAX 564-4311
Employee & Organizational Development (KSU) .....	FAX 564-2732 or 564- 8056
Financial Management .....	FAX 564-0715
Health Insurance (Room 503) .....	FAX 564-1085
KHRIS Projects.....	FAX 564-1507
KEAP (Bush Building) .....	FAX 564-5189
Life Insurance (Room 503) .....	FAX 564-4034
Member Services Branch (Suite 502).....	FAX 564-0364
Personnel Administration (Rm 530).....	FAX 564-9249
Processing & Payroll (Rm 535) .....	FAX 564-5826
Performance Mgmt (KSU) .....	FAX 564-2675
Secretary's Office (Rm 516) .....	FAX 564-7603
Staffing Services (Director's Office) .....	FAX 564-3588
Staffing Services (Register) .....	FAX 564-5414
Staffing Services (Emp. Counseling) .....	FAX 564-0512
Systems Management (Room 529) .....	FAX 564-2274
Workers Comp (Suite 511) .....	FAX 564-9119
William Hartley, Security Officer .....	564-2101, x 4262
Frankfort Police Department.....	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police) .....	911 or 502-875-8500
Kentucky State Police (Frankfort Post) .....	502-227-2221 or 800-222-5555
IDMS .....	564-0198, x 4038
State Operator .....	564-3130
Personnel Answer Line .....	564-8339 or 866-725-5463
Quick Copy .....	564-2670
Small Conference Room 506 .....	Handset x 4014
Large Conference Room 508 .....	Handset x 4016
Janitorial Staff - 200 Fair Oaks.....	564-7409, x 4039